

Cisco Jabber for Windows 9.7 Quick Start Guide

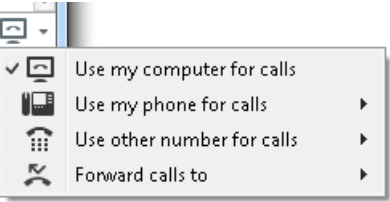
Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.

Hub Window



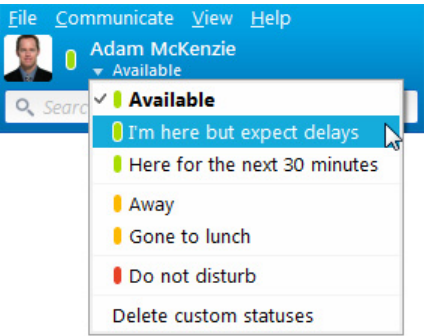
1. Menu bar	6. Missed Calls
2. Status message	7. Voicemail
3. Search or call bar	8. Meetings
4. Contacts	9. Custom Groups
5. Chat Rooms	10. Phone Controls

Phone Controls



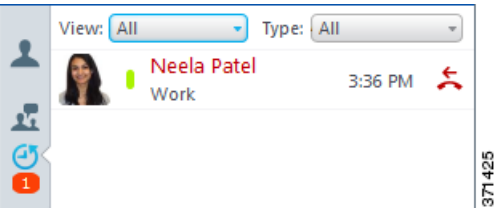
Phone controls let you select an available phone and set up call forwarding

Custom Status Messages



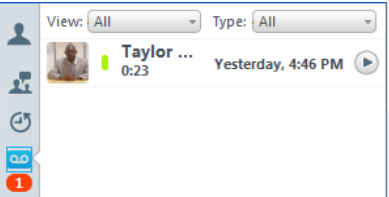
You can create up to three custom status messages for each availability state.
Insert your cursor in the status message field and enter your new status message.

Call History



The Call History tab shows a list of recent and missed calls. Hover your cursor over the Call Back button to return a missed call.
Right-click items in your call history list to delete them.

Voicemail



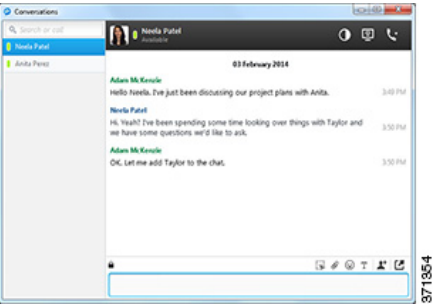
The voicemail tab lets you access, play, and manage your voice messages.
Right-click voice messages to delete or call back.



Note

You will see notifications on the hub window when you miss calls or receive new voice messages.

Chat Window



Chat windows contain:

- The search or call bar
- Tabs for multiple chats
- Contact picture and availability state
- Chat controls

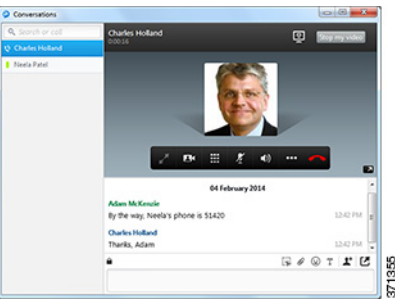
Chat Controls



Use chat controls to:

- Take screen captures
- Transfer files
- Use emoticons
- Adjust the font size and color
- Add participants to create group chats
- Pop-out the window to show the chat in a new window

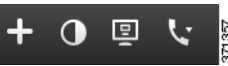
Making a Call



To call people, you can:

- Enter their phone number in the Search or Call bar
- Right-click over their name in your contact list
- Select the Call icon in a chat window with the user

Collaboration Controls



Chat windows can also include controls to:

- Add people to your contact list
- Start an online meeting
- Share your desktop
- Start a phone call

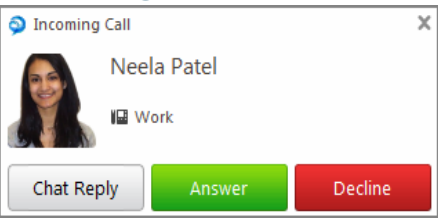
Call Controls



Call controls let you do the following:

- Go full screen
- Show self view
- Open a keypad to enter digits
- Mute your audio
- Access the following additional controls:
 - Hold calls
 - Transfer calls
 - Merge calls
 - Create conference calls
- End calls

Incoming Calls



When you receive an incoming call, you can reply with a chat message, answer the call, or decline the call.

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